

APPROVED Minutes of the Tree and Landscape Board
City Hall, City of College Park
July 20, 2016

<u>Term Exp.</u>	<u>Members</u>	<u>Present</u>	<u>Absent</u>
N/A	Brenda Alexander, Public Works Deputy Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	Steven Beavers, Planning Dept. Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/30/2017	Eric Hoffman, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/30/2016	John Krouse, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4/30/17	Dr. John Lea-Cox, City Forester	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/30/2017	Christine O'Brien, member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N/A	Terry Schum, Staff Liaison	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9/30/2016	Joseph Smith, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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N/A	Laura Salers, Contract Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Mr. Smith called the meeting to order at 7:00 pm.

- 1. Approval of Meeting Minutes:** The minutes of the June 15, 2016 meeting were reviewed.

Motion: To adopt the TLB meeting minutes with Mr. Smith's changes.

Moved: Mr. Krouse **Second:** Dr. Lea-Cox

Aye: Unanimous **Nay:** 0 **Abstain:** 0
- 2. Public Works Report:** Ms. Alexander reported that the crews are working on routine weeding and pruning. The Public Works department has hired two part-time workers for the summer. The main issue currently is dealing with the Pepco planning of tree work for line clearance activities.
- 3. Planning Department Report:** Mr. Beavers reported that the sewer line, water line and other utility construction on Randolph Macon Avenue has been completed. Actual construction of the road should begin in the next few weeks. The City received a grant for the installation of solar panels on the Youth and Family Services building and a meeting will take place soon to discuss the placement of the panels. A Community Garden work night took place last week. There are currently 36 planting beds ready for planting and there are plans for two additional beds to be constructed. The County Council passed a bill to allow urban farms in residential areas. Dr. Lea-Cox noted that if a person derives more than \$2,500 worth of income from an agricultural entity in the county, they are required to have a nutrient management plan in place for their operation.
- 4. TLB Website Update:** Mr. Smith finished making the changes to the mockup of the website. He recently submitted the text and final layout to Ms. Alexander. He will be posting photos for the website to Dropbox so that they can be retrieved by City staff for uploading to the website. Mr. Smith expects the site to be up on the web for final review by the TLB soon.

5. **Pepco Tree Work:** Ms. Alexander reported that she sent notices out to City Council representatives of North College Park and Berwyn to inform them of the planned tree work in their neighborhoods. She didn't receive any feedback and so Pepco was told to proceed. Residents with blue dots marked on the trees near their property should have received door hangers from Pepco regarding the tree removal work planned. Public Works also sent a spreadsheet to both civic associations with the trees listed along with the reasons for their removal. If a resident has concerns about a tree marked for removal, they need to follow the instructions on the door hanger as soon as it's received. Pepco provides the city with replacement trees when removal is necessary.
6. **Tree Canopy Enhancement Program Policy:** The TLB continued their discussion to develop guidelines for the Tree Canopy Enhancement Program. Ms. Alexander shared a list of recommended trees. The policy from University Park is simple and straight forward and can be used as a guide for the College Park policy. It was suggested to begin the process with an application completed by the property owner. Public Works could respond by visiting the home to recommend placement, appropriate size and variety of tree.

Criteria of the program discussed for consideration: Type of Tree, Caliper - minimum size of 1 ½ inches, height- minimum of 5 feet, capping the reimbursement at \$300 per tree, not to exceed \$1,000 in a 5 year period.

It was suggested that residents could be required to submit a set fee with their application to insure their commitment to the program and tree. Public Works will consider contracting with a nursery to supply the trees requested by the residents and planting them.

Motion: To match the \$1,000 funding with \$1,000 from the Alice Kennington Memorial Tree fund.

Moved: Dr. Lea-Cox

The motion was followed by a discussion regarding the Alice Kennington Memorial Tree Funds restriction that the trees must be planted on city property.

Amended Motion: To ask the Committee for a Better Environment to match the \$1,000 that is in the city budget to support the Tree Canopy Enhancement Program.

Moved: Dr. Lea-Cox

Second: Mr. Krouse

Motion was tabled until the next meeting to clarify the Alice Kennington Memorial Tree Fund guidelines.

Ms. Alexander shared that the Duval Field project has been approved and is in need of trees and plantings. Structural soil was originally planned to support trees along the walkway but was removed from the plan to trim the budget of the project. There was a brief discussion regarding the possibility of utilizing funds from the Alice Kennington Memorial Tree Fund to allow for the structural soil to be put back into the plan. The TLB agreed that this would be an good use of these funds.

Amended Motion Was Revisited: To ask the Committee for a Better Environment to match the \$1,000 in the city budget to support the Tree Canopy Enhancement Program.

Moved: Dr. Lea-Cox

Second: Mr. Krouse

Aye: Unanimous

Nay: 0

Abstain: 0

Ms. Alexander will draft an application. The goal is to be ready to receive applications, visit the address, make recommendations and plant the tree this fall. The maximum reimbursement per property will be \$300.00 per year. If the resident would like to contribute funds, they would be eligible for a larger tree or special type of tree. The City and Public Works will act as a clearing house for the program.

7. **Hazardous Trees Policy:** Mr. Krouse revisited his concern about the difficulty in getting hazardous trees removed in the city when they are not on city property. He would like to develop a uniform policy so that when trees are identified, they can be taken care of promptly. Mr. Krouse passed out a copy of current city code with proposed changes and a draft policy regarding hazardous trees for the TLB's consideration. The draft policy is intended to provide a reporting mechanism and then the powers of Code Enforcement to request action be taken by the property owner and follow up to see that action is taken. Mr. Krouse asked the TLB to review his draft and bring suggestions and edits to the next meeting. Ms. Alexander will share the draft with Code Enforcement for their input as well.
8. **Benefits of Large Trees Brochure:** Mr. Smith will put something together relating to this topic for the next meeting.
9. **Wrap Up, Confirmation of Next Meeting:** The next meeting of the TLB will take place on August 1, 2016. Motion to adjourn was made by Mr. Krouse and seconded by Dr. Lea-Cox. Meeting adjourned at approximately 9:00 pm.